



Department of Human Resources
Procedures for Responding to COVID-19
Version 1.0 – **April 1, 2022**

While the instance and severity of COVID-19 has declined, COVID-19 remains a serious health risk and Milwaukee County remains committed to practices to reduce its impact on our employees, those we serve, and our community. This policy of the Human Resources Department outlines the steps that employees, managers, and visitors to our facilities should take whenever individuals:

- Contract cases of COVID-19, or
- Experience symptoms of COVID-19, or
- Have been exposed to COVID-19.

Version 1.0 of this Human Resource policy includes these sections:

1. [Definitions](#)
2. What to do when an employee, contractor, or recent visitor has a [Confirmed Case of COVID-19](#).
3. What to do when an employee reports to work with [Symptoms of COVID-19](#), develops Symptoms while at work, or calls in sick with Symptoms, or when a contractor or visitor to a County location exhibits Symptoms.
4. What to do when an employee has [Exposure](#) to a person with a Confirmed Case of COVID-19.
5. What to do when a [Critical Infrastructure employee](#) has Exposure to a person with a Confirmed Case of COVID-19.
6. Isolation and Quarantine [Guidance](#).

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov.

I. Definitions

A. Close Contact:¹ A person with Close Contact is someone who:

- i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before infected person's illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**, and/or
- ii. Provided care at home to an infected person; and/or
- iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
- iv. Shared eating or drinking utensils with an infected person; and/or

¹ For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

- v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.
- B. Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19.
- C. Critical Infrastructure Worker:** The CDC defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center response, and others. For this policy, department heads may identify essential workers under the umbrella of Critical Infrastructure Workers and follow relevant policies and procedures accordingly.
- D. Exposure to COVID-19 (Exposure):** Any form of Close Contact (see A. above) with an individual who has a Confirmed Case of COVID-19 during the last 14 days.
- E. Fully Vaccinated:**
 - i. An individual has received two vaccinations in a two-dose vaccine series or one vaccination in a single-dose vaccine, AND
 - ii. Two weeks or more have passed since the individual received the final dose,
- F. High-Risk Facility:** A congregate living facility operated by Milwaukee County, including the House of Correction; the jail within the Criminal Justice Facility operated by the Milwaukee County Sheriff; and, within the Department of Health and Human Services (DHHS), the Children, Youth, and Family Services (CYFS) Detention Center and the hospital operated by the Behavioral Health Services (BHS).
- G. Isolation:** [Isolation](#) keeps **someone who is infected** with the virus away from others, even in their home.
- H. KN-95 Mask.** For this order, N-95 and KN-94 masks are equivalent to KN-95 and may be used interchangeably. If these masks are not available, multiple-ply disposable masks, sometimes referred to as “surgical,” masks, may be substituted until a KN-95 or its equivalent can be obtained.
- I. Not Up to Date with Vaccinations:** Individuals who:
 - i. Have not received the second shot of a two-dose vaccine despite being eligible for a second shot (more than 3 weeks since initial Pfizer vaccination or since the initial Moderna vaccination) OR
 - ii. Have not received a booster shot despite being eligible for a booster (more than two months since single dose of Johnson & Johnson vaccination or more than five months since second dose of Pfizer or Moderna vaccination)
- J. Person in Care or Custody:** Anyone who is legally under the care of Milwaukee County, including those in detention, in jail, or in a medical care facility, and for whom Milwaukee County has a custodial responsibility.
- K. Persons Recovered from COVID-19 in the Past Three Months:** An individual who received a positive test within the past Three Months where the date of the test is Day 0, who has completed the required Isolation period, and who no longer has Symptoms.
- L. Quarantine:** [Quarantine](#) keeps **someone who has been exposed** to the virus away from others.
- M. Side Effects from COVID-19 Vaccine (Side Effects).** A set of reactions that are commonly experienced following a vaccination dose. In the 72 hours following a COVID-19 vaccine dose, including booster dose, individuals may experience fever, chills, headache, fatigue, muscle and body aches, and soreness at the injection site.

N. Symptomatic Individual: Any person in a County facility who has Symptoms Compatible with COVID-19. This could include employees, contractors, visitors, or people in the County's Care or Custody.

O. Symptoms Compatible with COVID-19 (Symptoms): Symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool²](#) for identifying COVID-19 symptoms. The following symptoms may be symptoms of COVID-19 if they are new for an individual or are not commonly experienced. Note that **in the 72 hours following a dose of COVID-19 vaccine**, common side effects of the vaccines may mimic some COVID-19 Symptoms but should be treated as Side Effects, not Symptoms, as indicated below.

COVID-19 Symptom or Vaccine Side Effect?	Outside Vaccination Window ³	Within 72 hours of receiving vaccination
Feverish or temperature of 100.4 ⁰ F (38 ⁰ C) ⁴ or higher ⁷	COVID-19 Symptom	Side Effect; normal response to vaccine – BUT need to stay home until 24 hours after fever ends (without use of fever-reducing drugs)
Chills	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Headache that is new or different for you	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Unexpected fatigue	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able.
Unexpected muscle or body aches	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Soreness at site of injection	(not applicable)	Side Effect; normal response to vaccine – Go to work, if able
Diarrhea	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
Nausea or vomiting	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
New shortness of breath or difficulty breathing	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
New congestion or runny nose	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
New loss of taste or smell	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
New sore throat	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III
New cough	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III

P. Test for COVID-19: Two tests are commonly used to diagnose COVID-19: PCR (polymerase chain reaction) tests and rapid (or antigen) tests. Both are used to determine if the virus that causes COVID-19 is currently present in an individual.

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

³ The Vaccination Window is the 72 hours following any COVID-19 vaccination.

⁴ Note that the threshold for fever in healthcare workers is a temperature of 100.0⁰F.

- i. PCR tests, which are analyzed in laboratories and usually take from one to three days for results, are highly accurate and considered the “gold standard” test.
 - ii. Rapid tests may be analyzed outside labs and may yield results as soon as a few minutes after testing. Rapid tests are most accurate in identifying positive cases of COVID-19 when symptoms are present; negative rapid test results may be less conclusive. For more information, visit the [CDC website](#).
 - iii. Note that antibody tests are blood tests that determine if an individual has had a past infection of COVID-19 but are not used to diagnose current infections.
- Q. Unvaccinated:** Individuals who have not received any dose of COVID-19 vaccine. Note that individuals with approved exemptions are considered Unvaccinated for purposes of this order
- R. Up to Date with Vaccinations:** Individuals who have either:
- i. Had a booster shot (a third shot for individuals initially vaccinated with Pfizer or Moderna or a second shot for those initially vaccinated with Johnson & Johnson), OR
 - ii. Been fully vaccinated and are not yet eligible for boosters, that is:
 - a. Have received one dose of Johnson & Johnson vaccine within the past two months OR
 - b. Have received a second dose of the Pfizer or Moderna vaccine within the last five months

II. What to do when an employee, contractor, or recent visitor has a Confirmed Case of COVID-19

This section provides guidance to employees who have a Confirmed Case of COVID-19. It also provides guidance to supervisors of these individuals as well as to managers of facilities where a recent contractor or visitor has a Confirmed Case of COVID-19. In no instance is this guidance meant to replace or override the advice of a medical professional.

NOTE: An individual’s vaccination status does not affect the required responses if the individual contracts a Confirmed Case of COVID-19. The variables that affect these requirements are 1) whether the individual develops Symptoms and 2) where the individual works.

A. For Employees with Confirmed Case of COVID-19

- i. If an employee has a Confirmed Case of COVID-19, they should notify their supervisor immediately and identify areas of the County facility(s) where they spent 15 minutes or more over the last 48 hours.
- ii. The employee should provide to their supervisor confirmation of their positive test result or confirmation from medical personnel of the Confirmed Case of COVID-19 as soon as it can be reasonably obtained.
- iii. Medical advice to the employee should come from a medical doctor or public health authority.
- iv. The employee should follow the [guidance on isolation](#) from the CDC as well as Section VI (Isolation and Quarantine Guidance).

- v. If telework is possible, isolating employee may telework. If telework is not an option, employee may use Expanded Paid Sick Leave (EPSL) Bank if eligible and the Bank is available.

B. Department Leader or Supervisor Immediate Actions

- If a department leader or supervisor is notified that an employee, contractor, or recent visitor to the facility has a Confirmed Case of COVID-19, then, as possible, the leader or supervisor should immediately evacuate and section off⁵ areas that the individual with the Confirmed Case of COVID-19 has occupied for 15 minutes or more over the past 48 hours (for example, the individual's office, shared work areas, kitchen area). Where possible, the areas should remain sectioned off for 24 hours before cleaning or disinfecting.
- The department leader or supervisor should ensure that areas occupied by the individual with COVID-19 for 15 minutes or more in the last 48 hours are cleaned or disinfected in accordance with [CDC standards](#). This may be accomplished by contacting the department's facilities management team via a service request⁶ or by arranging directly for cleaning or disinfecting.
 - a) In the case of a facilities service request, the requestor should provide the following information (as known and available):
 - This is a COVID-19 Confirmed Case alert, with request for disinfectant cleaning.
 - The point of contact within the department.
 - The location of the potentially infected areas (for example, Courthouse, Suite ###).
 - The time that the person with a Confirmed Case of COVID-19 was last in the space.
 - Whether or not the potentially infected areas have been sectioned off.
 - b) For departments without direct access to a facilities management team, the department should follow closely the [CDC guidance](#) for cleaning or disinfecting facilities, including:
 - Opening outside doors and windows, if possible, to increase air circulation in these areas.
 - Waiting 24 hours, or as long as is practical, since last occupancy by the person with COVID-19 before cleaning or disinfecting sectioned off areas.
 - Cleaning or disinfecting all areas used by the person with COVID-19, focusing especially on frequently touched surfaces.
 - Vacuuming should not be done in the first 24 hours. Afterwards, when needed, vacuuming should be done when the area is unoccupied and using a high-efficiency particulate air (HEPA) filter vacuum (if available) and with any fans or ventilation systems turned off (if possible).

⁵ Set up a temporary barrier so people do not enter the space. This could include closing doors, posting signs, putting up tape, or any other signal to people not to enter.

⁶ For those departments and facilities that are cleaned by Milwaukee County contractor ABM, please log into the ABM Customer Service Request Portal and enter a work order request for a COVID-19 deep cleaning.

- c) Once any space occupied by the individual with COVID-19 has been appropriately cleaned or disinfected, it may be reopened for use.
- Supervisors should, as possible, identify employees, contractors, and Persons in Care or Custody who had Exposure to the individual with the Confirmed Case of COVID-19 in the 48 hours prior to the onset of symptoms through the time of the positive test or medical confirmation.
- If the individual with the Confirmed Case of COVID-19 is asymptomatic, identify people who had Exposure to the individual in the 48 hours prior to the time the test specimen was collected.
 - a) All employees with Exposure should follow the procedures in Section IV. Exposed Critical Infrastructure Workers should follow the adapted quarantine procedure outlined in Section V as directed by their Department Head or designee.
 - b) Persons in the Care or Custody with Exposure should be Quarantined for 14 days or should follow public health guidelines for their facility type.
- Note that the press should never be contacted about individuals who have a Confirmed Case of COVID-19, which would violate confidentiality and County policy. Departments should refer any press inquiries to the County Executive's Office.

C. Return to Work Procedure for Employees with a Confirmed Case of COVID-19

- i. Unless otherwise directed by their health care provider, employees with a Confirmed Case of COVID-19 should follow these guidelines and procedures for returning to work:
 - a) **Employees with a Confirmed Case of COVID-19 who developed Symptoms** and were directed to isolate themselves at home may return under the following conditions:
 - i. At least 10 days have passed since symptom onset, **and**
 - ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, **and**
 - iii. Other symptoms have improved.
 - b) **Employees with a Confirmed Case of COVID-19 who never developed Symptoms**
 - i. If Employed at a High-Risk Facility AND if manager has notified individual of a critical staffing shortage
 - a) Must isolate for 5 days, where day of diagnosis is day 0
 - b) Must have rapid (or antigen) test for COVID-19 on Day Six
 - i. If rapid test is negative, may return to work but must wear KN-95 mask or mask required by department for days 6 through 10 and follow the County's mask order thereafter
 - ii. If rapid test is positive, should isolate for remainder of 10 days
 - ii. If Employed in Critical Infrastructure role as confirmed by manager but NOT in a High-Risk Facility
 - a) Must isolate for 5 days, where day of diagnosis is day 0
 - b) If experiencing no symptoms including no fever, may return to work on day 6 but must wear KN-95 mask or mask required by department for days 6 through 10 and follow the County's mask order thereafter

- c) A rapid (or antigen) test for COVID-19 is strongly recommended but not required
 - iii. If Employed outside High-Risk Facilities with critical staffing shortage and outside Critical Infrastructure role
 - a) Must observe 10-day isolation for confirmed case of COVID-19. May return to work on day 11. No testing is required.
- ii. Note that a negative test for COVID-19 **is not** required to return to work after 10 days of isolation.
- iii. Individuals with Confirmed Cases of COVID-19 must provide evidence of positive test results or documentation from a doctor or medical professional confirming the case of COVID-19 prior to returning to work.

III. What to do when an employee calls in sick with Symptoms, reports to work with Symptoms, or develops Symptoms while at work, or when a contractor or visitor to a County location exhibits Symptoms while at a County location

Public health officers are confident that the number of people with COVID-19 is higher than the number of known positive cases. While Symptoms Compatible with COVID-19 are an imperfect proxy for someone being infected, Symptoms can be used to inform preventative measures to contain the spread of the virus. The guidelines below are consistent with recommendations from local public health officers to help contain spread in Milwaukee County.

Note: Individuals may experience common Side Effects within 72 hours of receiving a dose of COVID-19 vaccine, and these Side Effects are NOT Symptoms of COVID-19. See the definition of Symptoms in Section I.D for a list of common side effects of COVID-19 vaccinations and for instructions on responding to Side Effects.

Departments with Persons in Care of Custody should follow CDC and state guidance for responding to Symptomatic Individuals in the County's care.

A. Employees, Contractors, or Visitors with Symptoms

If employees experience any Symptoms, they should stay at home or, if at work, return home following the immediate directions below. Any Symptomatic contractors or visitors should also return home immediately, following this guidance.

- i. **Immediate Directions to Symptomatic Individuals, including Symptomatic contractors or visitors, in the Workplace**
 - a. The Symptomatic Individual should stay 6 feet away from other people at all times.
 - b. The Symptomatic Individual should wear a face mask over their nose and mouth to help prevent the spread of germs.
 - c. The Symptomatic Individual should avoid touching equipment and furniture, as much as possible, and should not move around the workspace.
 - d. The Symptomatic Individual should be sent home as soon as possible.
 - e. The Symptomatic Individual should continue to wear a mask and practice physical distancing until they reach their residence or Isolation area. Modes of transportation for the Symptomatic Individual to get to their residence are prioritized below, starting with the top recommendation:

- Personal transportation.
 - A ride with a member of their household.
 - A ride with a family member or friend.
- f. Once outside the workplace the Symptomatic Individual should go to their residence and Isolate.
- ii. **Directions to Symptomatic Employees Once Isolating**
- a. Symptomatic Individuals should notify their supervisor immediately if the Symptoms emerged outside the workplace.
 - b. Symptomatic Individuals should report to a supervisor any area of the County facility(s) where they spent 15 minutes or more over the past 48 hours.
 - c. **Symptomatic Individuals who do not telework full time must be tested for COVID-19 immediately.**
 - 1. **Employee should have a PCR test for COVID-19 as soon as possible and no later than one (1) business day from the onset of Symptoms.**⁷ If employee fails to be tested in a timely manner, they may be required to use their personal leave for time off required to accommodate the delay.
 - 2. Employee should Isolate while test results are pending (see Section VI).
 - 3. Supervisors may ask for confirmation that the employee has scheduled or registered for testing to ensure the employee completes the testing in a timely manner.
 - 4. Employee should provide their test results to their supervisor as soon as results are available. If employee tests positive, follow procedures in Section II. If negative, follow return to work procedures in this section (see Section III.C).
 - 5. If possible, employee should telework until they are cleared to return to work (see Section III.C). If telework is not an option, employees may use EPSL Bank if eligible.
 - d. **Symptomatic individuals who telework full time are encouraged, but not required, to get tested.**
 - e. Employees who are symptomatic and seeking testing are encouraged to document people they have been in Close Contact with in the 48 hours prior to the start of their Symptoms to inform contact tracing efforts should they test positive.⁸
 - f. Employees who have Symptoms AND who have had Exposure to someone with a Confirmed Case of COVID-19 should follow procedures in Section IV. and immediately seek out testing.

B. Department Leaders or Supervisors Immediate Actions

When a supervisor is notified of a Symptomatic Individual in the workplace, the supervisor should immediately confirm that this individual has Symptoms Compatible with COVID-19. **Supervisors have the right to ask employees, contractors, or members of the public about how they are feeling as it relates to COVID-19 Symptoms. They should wear a mask and maintain 6 feet of distance when asking questions.**

⁷ Community-based testing locations can be found [here](https://www.healthymke.com/testing) (<https://www.healthymke.com/testing>).

⁸ Note that when an individual has Close Contact with a Symptomatic Individual, the individual with Close Contact does NOT need to self-quarantine; quarantining is only required for individuals with Close Contact with Confirmed Cases of COVID-19.

Once a supervisor has confirmed that the Symptoms are Compatible with COVID-19, the department leader or supervisor should take the following immediate actions:

- Evacuate and section off⁹ areas that the Symptomatic Individual has occupied for 15 minutes or more over the past 48 hours (for example, the individual's office, shared work areas, kitchen area). Where possible, the areas should remain sectioned off for 24 hours since last contact with the Symptomatic Individual before cleaning or disinfecting.
- Ensure that areas occupied by the Symptomatic Individual for 15 minutes or more in the last 48 hours are cleaned or disinfected in accordance with [CDC standards](#). This may be accomplished by contacting the department's facilities management team via a service request¹⁰ or by arranging directly for disinfection or cleaning.
 - a. In the case of a facilities service request, the requestor should provide the following information (as known and available):
 - This is a COVID-19 Symptomatic Individual alert, with request for cleaning or disinfecting.
 - The point of contact within the department.
 - The location of the potentially infected areas (for example, Courthouse, Suite ###).
 - The time that the Symptomatic Individual was last in the space.
 - Whether or not the potentially infected areas have been sectioned off.
 - b. For departments without direct access to a facilities management team, the department should follow closely the [CDC guidance](#) for cleaning or disinfecting facilities, including:
 - Opening outside doors and windows, if possible, to increase air circulation in these areas.
 - Waiting 24 hours, or as long as is practical, since last occupancy by Symptomatic Individual before cleaning or disinfecting sectioned off areas.
 - Cleaning or disinfecting all areas used by the Symptomatic Individual, focusing especially on frequently touched surfaces.
 - Vacuuming should not be done in the first 24 hours. Afterwards when needed, vacuuming should be done when the area is unoccupied and using a high-efficiency particulate air (HEPA) filter vacuum (if available) and with any fans or ventilation systems turned off (if possible).
 - c. Once any space occupied by the Symptomatic Individual has been appropriately cleaned or disinfected, it may be reopened for use.
- Local health departments **do not** need to be notified of a Symptomatic Individual.

⁹ Set up a temporary barrier so people do not enter the space. This could include closing doors, posting signs, putting up tape, or any other signal to people not to enter.

¹⁰ For those departments and facilities that are cleaned by Milwaukee County contractor ABM, please log into the ABM Customer Service Request Portal and enter a work order request for a COVID-19 deep cleaning.

C. Return to Work Procedure for Employees with Symptoms of COVID-19 Only (no Exposure)

Keep in mind that within 72 hours of receiving a COVID-19 vaccination, individuals may experience Side Effects that mimic Symptoms of COVID-19. See Section I.O to distinguish between Symptoms and Side Effects. This section addresses return to work following Symptoms of COVID-19. Please note that the logic in the County's [Health Screening Questionnaire](#) distinguishes between vaccine Side Effects and COVID-19 Symptoms to support the correct interpretation of return-to-work policy.

- i. **Symptomatic Individuals who do not telework full time:** Before a Symptomatic employee may return to in-person work, the following must be true:
 - a. The supervisor must have documentation of negative test results from the employee, **AND**
 - b. The employee must be symptom free for 24 hours. If the symptom was fever, this means at least 24 hours of a temperature below 100.4 degrees without the aid of fever reducers such as aspirin or acetaminophen.
- ii. **Full-time telework employees:** Symptomatic employees should either telework or if unable to work use Extended Paid Sick Leave (EPSL) if available or use sick time, per department policies.

IV. What to do when an Employee has Exposure to a Person with a Confirmed Case of COVID-19

It is an employee's responsibility to notify their supervisor immediately if they have had Exposure to someone with a Confirmed Case of COVID-19, including a member of their household with a Confirmed Case of COVID-19.

This section includes **procedures for**

- Exposed employees who are Up to Date with Vaccination (Section IV.C.i)
- Exposed employees who have Recovered from a Confirmed Case of COVID-19 in the past three months (Section IV.C.ii)
- Exposed employees who are Not Up to Date with Vaccinations or are Unvaccinated (Section VI C.iii)

B. Employees who have been Exposed

- i. Employee **should not** report for in-person work until they meet the required return to work procedures in Section IV.D.
- ii. Employee should notify their supervisor immediately.
- iii. If telework is possible, employee with Exposure should telework. If telework is not an option, employees may use EPSL Bank if eligible and if the Bank is available.

C. Department Leaders or Supervisors Immediate Actions

When a supervisor is notified that an employee has had Exposure to a person with a Confirmed Case of COVID-19, or that a household member of an employer has COVID-19, no specific actions are required of the supervisor beyond requiring the Exposed employee(s) to Quarantine (no Symptoms) or Isolate (with Symptoms).

- Local health departments **do not** need to be notified that the employee has had Exposure to COVID-19.
- Unless the employee develops Symptoms or has a Confirmed Case of COVID-19, the supervisor does not need to request special cleaning or notify other employees.

D. Procedure for Employees with Exposure Only (no Symptoms)

The procedures in this section cover three categories of employee Exposure.

- i. **Employees who are Up to Date with Vaccinations and who have been Exposed**
Persons who are Up to Date with Vaccinations and who are Exposed to COVID-19 **DO NOT** need to Quarantine and may return to work immediately so long as they:¹¹
 - a. Meet the definition of Up to Date with Vaccinations (see Section I.Q); **AND**
 - b. Have no current Symptoms; **AND**
 - c. Wear a KN-95 mask, or if unavailable, a disposable surgical-type mask indoors in all public places, including work areas where other people are present; **AND**
 - d. Are tested for COVID-19 using a PCR test on day 6, where day 0 is the day on which they were Exposed.
 - i. **If test results are positive**, they should follow the procedures outlined in Section II of this order, or
 - ii. **If test results are negative**, they should wear a KN-95 or specialty mask designated by department for days 1 to 10 and, afterwards, follow the County's masking requirements in Universal Face Mask Policy and Procedures Administrative Order 20-14.¹²
- ii. **Employees Recovered from COVID-19 in the Past Three Months who have been Exposed**
Persons who have recovered from COVID-19 in the past three months and who are Exposed to COVID-19 **DO NOT** need to Quarantine and may return to work immediately so long as they:¹³
 - a. Meet the definition of Up to Date with Vaccinations (see Section I.Q); **AND**
 - b. Have no current Symptoms; **AND**
 - c. Wear a KN-95 mask, or if unavailable, a disposable surgical-type mask indoors in all public places, including work areas where other people are present.
- iii. **Employees Who are Not Update to Date with Vaccinations, Or Who are Unvaccinated, OR Who have Had COVID-19 but Their Initial Positive Test Result was more than Three Months Ago**
 - a. If they have or develop Symptoms, they should:
 - i. Stay home and isolate, and
 - ii. Notify their supervisor immediately, and
 - iii. Have a PCR test within 24 hours:
 - If the PCR test is positive, they should follow instructions for Confirmed Case of COVID-19 in Section II (above).

¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

¹² <https://county.milwaukee.gov/EN/COVID-19>

¹³ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

- If the PCR test is negative, they should follow instructions for Symptoms in Section III (above) and may return to work after 24 hours of being Symptom free. They should wear a KN-95 or specialty mask designated by department while at work until Day 10, where the day of Exposure was Day Zero and, afterwards, should follow the County's face mask policy in Universal Face Mask Policy and Procedures Administrative Order 20-14.¹⁴
- b. If they have no Symptoms, they should:
 - i. Notify their supervisor immediately.
 - ii. Stay home and quarantine for five days, where the day of exposure is day zero
 - iii. If telework is possible, Quarantining employee should telework. If telework is not an option, employee may use EPSL Bank if eligible.¹⁵
 - iv. Have a PCR test on day 6
 - If the PCR test is positive, they should follow the instructions for Confirmed Cases of COVID-19 in Section II.
 - If the PCR test is negative, they may return to work on day 6. They should wear a KN-95 or surgical mask at work on days six through ten and, afterwards, follow the County's current face mask policy.

NOTE: Supervisors do not need a doctor's note for the quarantined employee to return to work. Supervisors may ask individuals about any Symptoms to be sure the Return-to-Work Procedures are being correctly understood and applied before someone returns to work.

V. What to do when a Critical Infrastructure Employee has been Exposed

Please note that both Individuals who are Up to Date with Vaccinations (Section IV.D.i) and Individuals who have recovered from COVID-19 in the Past Three Months (Section IV.D.ii) who are Exposed to a Confirmed Case of COVID-19 do **not need to** Quarantine, regardless of whether or not they are Critical Infrastructure Workers, as long as they have no Symptoms of COVID-19.

In cases where staffing shortages threaten the delivery of Critical Infrastructure services, then the Department Head or designee may reduce the Quarantine requirements for employees in the following limited circumstances:

- The employee who is Not Up to Date on Vaccinations, is Unvaccinated, or who has recovered from COVID-19 longer than the past three months has had Exposure to an individual with a Confirmed Case of COVID-19, **AND**
- The employee has **no Symptoms** of COVID-19.

Under these circumstances, the Department Head or designee may choose to reduce or eliminate the Quarantine requirements for such individuals following these procedures and guidelines:

¹⁴ <https://county.milwaukee.gov/EN/COVID-19>

¹⁵ Most-recent version of active Administrative Orders can be found on the County website: <https://county.milwaukee.gov/EN/COVID-19>

- A. If staffing levels allow, the quarantine period should be reduced, rather than eliminated, for the exposed employee. Employees should Quarantine for as much of the standard quarantine period as possible.
- B. Critical Infrastructure Workers undergoing an adapted Quarantine are **required to have a PCR on Day 6 after their most-recent Exposure**, where Day 0 is the day of their most-recent exposure.¹⁶
 - i. If staffing levels allow, the asymptomatic employee should Quarantine until they receive their test results.
 - ii. If staffing levels do not allow for an asymptomatic employee with Exposure to Quarantine until test results are received, the asymptomatic employee may continue working following additional modified work standards in Section V.C.
 - iii. Supervisors may ask for confirmation that the employee has scheduled or registered for **PCR testing** in a Day 5-to-7 window to ensure the employee completes the testing in appropriate timeframe. A test prior to Day 5 **does not** meet the requirements of this order and person should be tested again in the appropriate window; a test after Day 7 **does** meet the requirements of this order. A rapid (or antigen) test, as opposed to a PCR test, **does not** meet the testing requirements of this order.¹⁷
 - iv. Employees should report their test results to their supervisor as soon as possible. If positive, follow procedures in Section II immediately. If negative, person may resume reporting to work under an adapted Quarantine following modified work standards in Section V.C.
- C. **Modified Work Standards:** Whenever a Department Head or designee chooses to reduce or eliminate quarantine requirements, the department must institute and/or strictly follow the additional risk mitigation measures for the Exposed employee and for all members of the work unit, to the greatest extent possible, for a duration of 14 days:
 - i. If possible, employees in work unit should wear KN-95 masks or, if unavailable, disposable surgical masks.
 - ii. Operations and work environments should be further adapted to eliminate or minimize Close Contact between the individuals undergoing a shortened quarantine and their co-workers or members of the public. For example, someone may punch in for the Exposed employee at the beginning of the day, enabling the individual to go directly to their workstation.
 - iii. As possible, departments should assign Exposed employees to their own office or workspace, even if this means displacing other employees to mimic a Quarantine environment in the workplace.
 - iv. Limit the use of shared equipment and spaces.

VI. Isolation and Quarantine Guidance

These guidelines are meant to augment instructions provided by the CDC for [isolation](#) and for [quarantine](#).

¹⁶ Community-based testing locations can be found [here](https://www.healthymke.com/testing) (<https://www.healthymke.com/testing>).

¹⁷ <https://www.memorialhealthcare.org/whats-the-difference-between-covid-19-rapid-and-prc-tests/>

- A. **Isolation:** Keeps **someone who is sick or is infected** with the virus away from others, even in their home. When you isolate, you should:
- i. Stay home! This means do not go to school, work, public areas, or attend large gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call a health care provider.
 - ii. Call ahead before going to a doctor's office.
 - iii. Monitor your symptoms. If you have an [emergency warning sign](#) such as trouble breathing, seek emergency medical care immediately.
 - iv. Stay in a separate room from other household members, if possible.
 - v. Use a separate bathroom, if possible.
 - vi. Avoid contact with other members of the household and pets.
 - vii. Don't share personal household items, like cups, towels, or utensils.
 - viii. Wear a face mask.
- B. **Quarantine:** Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
- i. Stay home! This means do not go to school, work, public areas, or attend any gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call a health care provider and use telemedicine when possible.
 - ii. Call ahead before going to a doctor's office or any other health care setting.
 - iii. Watch for fever (100.4°F degrees or higher), cough, shortness of breath, or [other symptoms](#) of COVID-19. If you experience symptoms, you should isolate from others.
 - iv. Stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19.
 - v. Minimize contact with others in the same household including not sharing bathrooms, kitchens, or other common areas whenever possible.